

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/OC-047	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Contract Inspection Report						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY			
		<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies) OL/PD/RCA/USB	
2		Bi-monthly					
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Form 1897		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
SPD/CEN/Project Engineer							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-13	8.06		0.3	=	2.41		300 \$ 723.00
GS-12	6.82		0.3	=	2.05		100 205.00
GS-11	5.72		0.3	=	1.71		50 85.50
GS-06	3.51		0.3	=	1.05		450 473.85
							\$1487.35
(approximately 450 of these reports are prepared annually).							
B. COSTS OF COMPUTER PRODUCED REPORTS							
213 TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is used by Logistics to gauge the progress of the contract and a basis for scheduling and establishing logistics breakpoints in the administration of the contract.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
						STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
5 Oct 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090146-7					
FORM 9-70 142		Classification					